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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-440-11-04</i> | |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received <i>9/25/2010</i> | |
| 1. FROM (Agency or establishment) Department of Health and Human Services | | NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 2. MAJOR SUBDIVISION Centers for Medicare & Medicaid Services | | | |
| 3. MINOR SUBDIVISION Center for Medicare & Medicaid Innovation (CMMI) | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Lisa Townes, Records Management Specialist | 5. TELEPHONE NUMBER (410) 786-6688 | DATE <i>9/28/11</i> | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u> 2 </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| <i>9/28/11</i> | | SIGNATURE OF AGENCY REPRESENTATIVE Vickie Robey for HHS Records Officer <i>Vickie Robey</i> | |
| | | TITLE CMS Records Officer | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| 1 | Demonstration Project Files | N1-440-98-1 | |

Attachment to SF-115, for Demonstration Project Files

Demonstration Project Files

Media-neutral collection of information (paper, electronic and other formats) that supports the management, evaluation, and payment of the demonstration project. Includes but is not limited to: Award/initiation letter, cost reports, financial statements, correspondence, progress reports, corrective actions, site visit reports, timelines, contract and MODs, invoices, COTR Training documentation and certifications, copy of interim and final reports, desk review programs, notices of program reimbursement, adjustment reports, appeals information (e.g., position papers), payment information, enrollee data, monthly and history edits.

DISPOSITION:

- a. Completed Demonstrations – Cutoff demonstration file at the end of the fiscal year after final payment, settlement, appeal or evaluation. Transfer to a Federally-approved records storage facility 2 years after closure. Destroy 10 years after cutoff.
- b. Demonstrations which never occurred – Cutoff file at the end of the fiscal year, then transfer to a Federally-approved record storage facility. Destroy 5 years after cutoff.

Superseded by Job / Item number:

DAA-0440-2015-009-0003

Date (MM/DD/YYYY):

7/13/2017